DOCUMENT RESUME

ED 482 749 FL 801 602

TITLE	Tennessee ESOL in the Workplace: A Training Manual for ESOL Supervisors and Instructors.
INSTITUTION	Tennessee State Dept. of Labor and Workforce Development, Nashville. Office of Adult Education.; Tennessee Univ., Knoxville. Center for Literacy Studies.
PUB DATE	2003-10-00
NOTE	183p.
AVAILABLE FROM	Tennessee Department of Labor and Workforce Development Office of Adult Education, 11th Floor, Davy Crockett Tower, 500 James Robertson Parkway, Nashville, TN 37243. Tel: 615-741-7054; Tel: 800-531-1515 (Toll Free); Fax: 615-532-4899; Web site: http://www.state.tn.us/education.aeintrolhtm.
PUB TYPE	Guides - Non-Classroom (055)
EDRS PRICE	Document Not Available From EDRS.
DESCRIPTORS	*Adult Basic Education; Adult Literacy; Business English; Curriculum Development; *Employees; *English (Second Language); Language Teachers; *Literacy Education; Program Development; Program Evaluation; Second Language Instruction; Second Language Learning; *Workplace Literacy
IDENTIFIERS	*Tennessee

ABSTRACT

This training manual is designed to help English for Speakers of Other Languages (ESOL) teachers and supervisors successfully develop a workplace ESOL class. Four modules include: (1) "Knowing and Presenting Your Adult Education Program to Business and Industry" (e.g., introduction to Tennessee's Workplace ESOL Initiative, the four-step process for Tennessee's Workplace ESOL Initiative, comparison of traditional and workplace ESOL, and teaching basic skills in the workplace); (2) "Knowing Your Community's Needs and Understanding the Workplace" (e.g., workplace ESOL scenarios, workplace literacy programs for nonnative English speakers, workplace code of ethics, and language task analysis activities); (3) "Designing a Plan to Deliver and Sustain Services" (e.g., budgetary worksheet, statement of confidentiality, checklist for employer establishing a workplace education program, and tips for adapting workplace materials for ESOL instruction); and (4) "Knowing Your Results by Monitoring and Evaluating Progress" (e.g., assessment and evaluation, Tennessee ESOL in the Workplace sample implementation guidelines, and action plan for praxis). Five appendixes present a glossary, workplace readiness guides and surveys, references, workplace tools, and PowerPoint slides. (Adjunct ERIC Clearinghouse for ESL Literacy Education.) (Contains 21 references.) (SM)

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